



# **Public Charter Schools Grant Program Budget Webinar**

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## **California Department of Education Charter Schools Division August 15, 2013**



**Tom Torlakson**  
State Superintendent  
of Public Instruction

# Welcome

## Charter School Budget Technical Assistance



**Tom Torlakson**  
State Superintendent  
of Public Instruction

# Purpose of the Webinar

- To provide guidance for charter school developers completing the 2013–14 Public Charter Schools Grant Program (PCSGP) application – Budget Forms
- To review the PCSGP Budget Forms and budget process for PCSGP



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# Agenda

- **Overview of the Public Charter Schools Grant Program (PCSGP)**
- **Overview of Federal Guidance**
- **PCSGP Funding Process**
- **PCSGP Budget Review Process**
- **Overview of Allowable Expenses**
- **PCSGP Budget Form 6**
- **PCSGP Budget Form 5**
- **PCSGP Budget Reporting**



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# What to have in front of you?

- 2013–14 PCSGP RFA
- Form 5 – Budget Summary (page 33)
- Form 6 – Budget Narrative (page 34)
- Form 8 – Object of Expenditures Codes (pages 37–38)



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# PCSGP Overview

- **Charter Schools Program Purpose:**
  - Increase national understanding of the charter school model
  - Expand the number of high-quality charter schools available to students across the nation
  - Provide financial assistance for the planning, program design, and initial implementation of charter schools
  - Evaluate the effects of charter schools, including their effects on students, student academic achievement, staff, and parents



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# PCSGP Overview (continued)

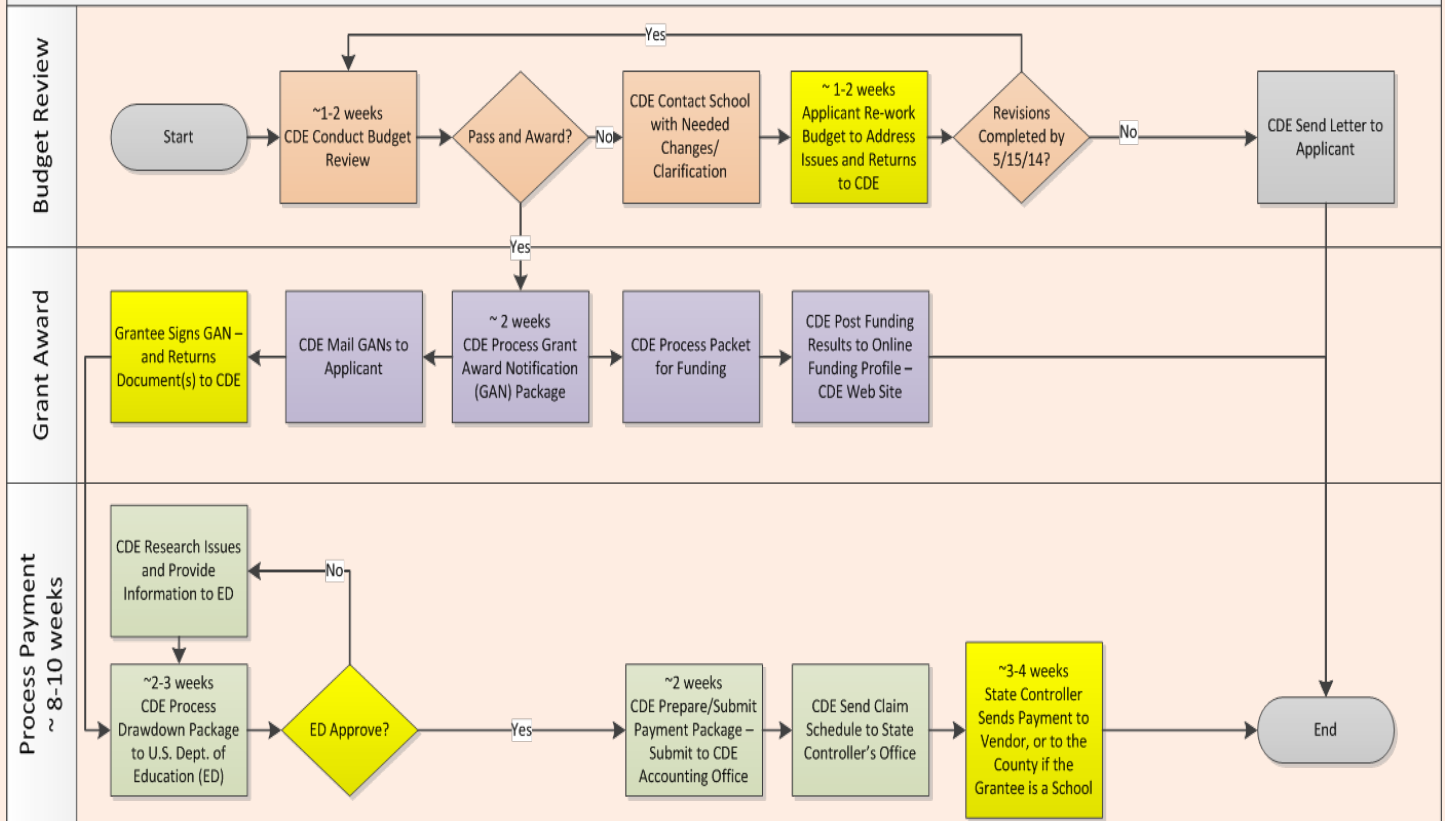
- **U.S. Department of Education (ED)  
PCSGP grant overview:**
  - Funded by the ED Charter Schools Program
  - California awarded approximately \$300 million over a 5-year period for administration of the grant and awards to sub-grantees
  - Fiscal Year 2013–14 awarded \$57 million
  - Sub-grantees can receive up to \$575,000



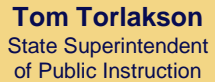
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# PCSGP Funding Process

Public Charter Schools Grant Program (PCSGP) Grant Workflow – After Peer Review







# Budget Review Summary Form

Budget Review Summary  
2012-13 Cohort 3 PCSGP Planning and Implementation Sub-Grant

[illegible]

Charter Schools Division  
California Department of Education

Form v2 – 12/12/12



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# Payee Data Record

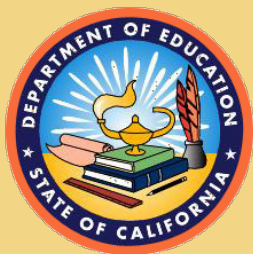
STATE OF CALIFORNIA DEPARTMENT OF FINANCE

## PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9)

STD 204 (Rev. 9-2003)

<b>1</b>	<b>INSTRUCTIONS:</b> Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. <b>NOTE:</b> Governmental entities, federal, State, and local (including school districts), are not required to submit this form.		
<b>2</b>	<b>PAYEE'S LEGAL BUSINESS NAME</b> (Type or Print)		
	<b>SOLE PROPRIETOR - ENTER NAME AS SHOWN ON SSN</b> (Last, First, M.I.)		<b>E-MAIL ADDRESS</b>
	<b>MAILING ADDRESS</b>		<b>BUSINESS ADDRESS</b>
	<b>CITY, STATE, ZIP CODE</b>		<b>CITY, STATE, ZIP CODE</b>
<b>3</b>  <b>PAYEE ENTITY TYPE</b>  <b>CHECK ONE BOX ONLY</b>	<b>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):</b> <input type="text"/> - <input type="text"/>		<b>NOTE:</b> Payment will not be processed without an accompanying taxpayer I.D. number
	<input type="checkbox"/> <b>PARTNERSHIP</b> <b>CORPORATION:</b>		
	<input type="checkbox"/> <b>ESTATE OR TRUST</b> <input type="checkbox"/> <b>MEDICAL</b> (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> <b>LEGAL</b> (e.g., attorney services) <input type="checkbox"/> <b>EXEMPT</b> (nonprofit) <input type="checkbox"/> <b>ALL OTHERS</b>		
	<input type="checkbox"/> <b>INDIVIDUAL OR SOLE PROPRIETOR</b> <b>ENTER SOCIAL SECURITY NUMBER:</b> <input type="text"/> - <input type="text"/> - <input type="text"/> <small>(SSN required by authority of California Revenue and Tax Code Section 10646)</small>		
<b>4</b>  <b>PAYEE RESIDENCY STATUS</b>	<input type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California.		
	<input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding. <input type="checkbox"/> No services performed in California. <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.		
<b>5</b>	<b>I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.</b>		
	<b>AUTHORIZED PAYEE REPRESENTATIVE'S NAME</b> (Type or Print)		<b>TITLE</b>
	<b>SIGNATURE</b>	<b>DATE</b>	<b>TELEPHONE</b> (    )
<b>6</b>	<b>Please return completed form to:</b>		
	<b>Department/Office:</b> _____		
	<b>Unit/Section:</b> _____		
	<b>Mailing Address:</b> _____		
	<b>City/State/Zip:</b> _____		
	<b>Telephone:</b> (    ) <b>Fax:</b> (    ) <b>E-mail Address:</b> _____		



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# Grant Award Notification

## Sample Grant Award Notification (GAN)

California Department of Education  
Legislative Affairs Division  
AO-400 (REV. 09/2011)

### Grant Award Notification

<b>GRANTEE NAME AND ADDRESS</b> Charter School Academy ABC 1234 Main Street American City, CA 90000				<b>CDE GRANT NUMBER</b>			
				FY	PCA	Vendor Number	Suffix
				12	14941	Z000	00
<b>Attention</b> Bill Smith, Principal <b>Program Office</b> Charter School Academy ABC <b>Telephone</b> 916-322-6029				<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>
				Resource Code	Revenue Object Code		36
				4610	8290		INDEX
<b>Name of Grant Program</b> Public Charter Schools Grant Program							0120
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$575,000.00		\$575,000.00		08/01/2013	7/31/2015	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>		
84.282A	U282A100013	Charter Schools Program			U.S. Dept. of Education		
I am pleased to inform you that you have been funded for the Public Charter Schools Grant Program. Funds are scheduled to be issued in the following order: FY13—\$225,000.00, FY14—\$200,000.00 and FY15—\$150,000.00. For additional information regarding the grant award ending date, please refer to page 2 of the Grant Award Notification. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly. Please return the original, signed Grant Award Notification (AO-400) to: Cindy Chan, Education Fiscal Services Administrator Charter Schools Division California Department of Education 1430 N Street, Suite 5401 Sacramento, CA 95814-5901							
<b>California Department of Education Contact</b> Cindy Chan				<b>Job Title</b> Education Fiscal Services Administrator			
<b>E-mail Address</b> <a href="mailto:cchan@cde.ca.gov">cchan@cde.ca.gov</a>				<b>Telephone</b> 916-327-1824			
<b>Signature of the State Superintendent of Public Instruction or Designee</b>				<b>Date</b>			
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b> <i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
<b>Printed Name of Authorized Agent</b>				<b>Title</b>			
<b>E-mail Address</b>				<b>Telephone</b>			
<b>Signature</b>				<b>Date</b>			



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# Question Break

- We will take a short break so that you may type your questions into the Q&A panel.
- Please note that if your question is not responded to during this live webinar, it will appear in a Frequently Asked Questions (FAQ) on our web site shortly.



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# Overview of Federal Guidance

**Federal Guidance on allowable costs for PCSGP may be found in the following resources:**

- Elementary and Secondary Education Act (ESEA) 5204(f)(3), (Outside Source):  
<http://www2.ed.gov/policy/elsec/leg/esea02/pg62.html#sec5204>
- U.S. Department of Education (ED) Charter Schools Program (CSP) Non-regulatory Guidance (Outside Source – DOC; 184 KB; 22pp.):  
<http://www2.ed.gov/programs/charter/nonregulatory-guidance.doc>
- Office of Management and Budget (OMB) Circular A-21, Cost Principles for Educational Institutions (Outside Source): [http://www.whitehouse.gov/omb/circulars\\_a021\\_2004/](http://www.whitehouse.gov/omb/circulars_a021_2004/)
- OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments (Outside Source): [http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/](http://www.whitehouse.gov/omb/circulars_a087_2004/)
- OMB Circular A-122, Cost Principles for Non-Profit Organizations (Outside Source):  
[http://www.whitehouse.gov/omb/circulars\\_a122\\_2004/](http://www.whitehouse.gov/omb/circulars_a122_2004/)



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# Supplement vs. Supplant

- **Supplement:** Resources or activities that will enhance the charter school and its programs when added to the charter school.
- **Supplant:** To pay for resources or existing levels of service funded from any other source.



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# Allowable Costs

- **Object Code 1000**
  - **Certificated Personnel Salaries**
    - Administrators
    - Pupil Support
    - Teachers



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# Allowable Costs

- **Object Code 2000**
  - Classified Personnel Salaries
    - Classified Instructional Salaries
    - Classified Support Salaries
    - Classified Supervisors and Administrators Salaries
    - Other Classified Salaries





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# Allowable Costs

- **Object Code 3000**
  - Employee Benefits
    - Retirement: Certificated and Classified
    - Health and Welfare
    - Other employee benefits (outlined on Form 8)



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# Allowable Costs

- **Object Code 4000**
  - Books and Supplies
    - Textbooks and core curricular
    - Books and other reference materials
    - Non-capitalized Equipment



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# Allowable Costs

- **Object Code 5000**
  - Services and Other Operating Expenditures
    - Sub-agreements for Services
    - Travel and Conference
    - Rent and Leases



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# Allowable Costs

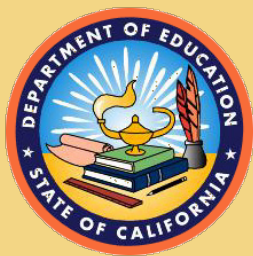
- **Object Code 6000**
  - Capital Outlay
    - Books and Media for New School Libraries
    - Equipment over \$5000



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# Allowable Costs

- **Object Code 7000**
  - Direct and Indirect expenses are not allowed with PCSGP funds



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# PCSGP Form 8

## Object Codes Reference

### PCSGP Form 8 Object of Expenditure Codes

Public Charter Schools Grant Program object of expenditure codes.

This list of expenditure codes is provided for reference to complete the Proposed Budget Summary form (PCSGP Form 5) and the Budget Narrative form (PCSGP Form 6). The applicant is encouraged to retain a copy of these specific assurances at the charter school site. School districts and county superintendents of schools are required to report expenditures in accordance with the object classification plan in the California School Accounting Manual. The use of these object codes will facilitate the preparation of budgets and the various financial reports requested by federal, state, county, and local agencies. The California School Accounting Manual is available from the CDE Publication Sales (call 1-800-995-4069), or online on the [CDE Definitions, Instructions, and Procedures Web page](#).

#### 1000–1999 Certificated Personnel Salaries

1100 Certificated Teachers' Salaries  
1200 Certificated Pupil Support Salaries  
1300 Certificated Supervisors' and Administrators' Salaries  
1900 Other Certificated Salaries

#### 2000–2999 Classified Personnel Salaries

2100 Classified Instructional Salaries  
2200 Classified Support Salaries  
2300 Classified Supervisors' and Administrators' Salaries  
2400 Clerical, Technical, and Office Staff Salaries  
2900 Other Classified Salaries

#### 3000–3999 Employee Benefits

3101 State Teachers' Retirement System, certificated positions  
3102 State Teachers' Retirement System, classified positions  
3201 Public Employees' Retirement System, certificated positions  
3202 Public Employees' Retirement System, classified positions  
3301 OASDI/Medicare/Alternative, certificated positions  
3302 OASDI/Medicare/Alternative, classified positions  
3401 Health and Welfare Benefits, certificated positions  
3402 Health and Welfare Benefits, classified positions  
3501 State Unemployment Insurance, certificated positions  
3502 State Unemployment Insurance, classified positions  
3601 Workers' Compensation Insurance, certificated positions  
3602 Workers' Compensation Insurance, classified positions  
3701 OPEB, Allocated, certificated positions  
3702 OPEB, Allocated, classified positions  
3751 OPEB, Active Employees, certificated positions  
3752 OPEB, Active Employees, classified positions  
3801 PERS Reduction, certificated positions  
3802 PERS Reduction, classified positions  
3901 Other Benefits, certificated positions  
3902 Other Benefits, classified positions

#### 4000–4999 Books and Supplies

4100 Approved Textbooks and Core Curricula Materials  
4200 Books and Other Reference Materials  
4300 Materials and Supplies  
4400 Non-capitalized Equipment  
4700 Food

#### 5000–5999 Services and Other Operating Expenditures

5100 Sub-agreements for Services  
5200 Travel and Conferences  
5300 Dues and Memberships  
5400 Insurance  
5500 Operations and Housekeeping Services  
5600 Rentals, Leases, Repairs, and Non-capitalized Improvements  
5700–5799 Transfers of Direct Costs  
5710 Transfers of Direct Costs  
5750 Transfers of Direct Costs—Interfund  
5800 Professional/Consulting Services and Operating Expenditures  
5900 Communications

#### 6000–6999 Capital Outlay

6100 Land  
6170 Land Improvements  
6200 Buildings and Improvements of Buildings  
6300 Books and Media for New School Libraries or Major Expansion of School Libraries  
6400 Equipment  
6500 Equipment Replacement  
6900 Depreciation Expense (for proprietary and fiduciary funds only)



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# PCSGP Budget Form 6

PCSGP Form 6 – Proposed Budget Narrative (Required in Application)  
[Charter School ABC]

\*\*\*\*SAMPLE\*\*\*\*

Budget Expenditure Detail (See instructions)	Required Element	Funds Budgeted (Identified per year)			Object Code
		FY Planning Year (If Applicable)	FY Implementation Year 1	FY Implementation Year 2	
Teacher Summer Prep: 5 teachers @ \$175/day x 10 days (8/1/2014 – 8/14/2014) to meet in grade level teams for curriculum and lesson plan alignment	EP	\$8,750	\$8,750	\$8,750	1100
Principal Salary: Pre-opening planning activities. Principal will begin six (6) months (monthly salary: \$8,500) prior to school opening to order equipment and materials to prepare campus for opening day. Activities include: xxxxxx	EP	\$51,000			1300
<b>Total for Object Code 1000</b>		<b>\$59,750</b>	<b>\$8,750</b>	<b>\$8,750</b>	<b>1000</b>
Office Manager Salary: Pre-opening planning activities. Begin six (6) months prior to opening (monthly salary: \$3,500) prior to school opening.	EP	\$21,000			2200
<b>Total for Object Code 2000</b>		<b>\$21,000</b>			<b>2000</b>
Employee Benefits: Certificated	EP	\$5,975	\$875	\$875	3101
Employee Benefits: Classified		\$2,100			3201
<b>Total for Object Code 3000</b>		<b>\$8,075</b>	<b>\$875</b>	<b>\$875</b>	<b>3000</b>
SmartBoards: 5 SmartBoards per year for school grade expansion. \$1,200 per board. Includes installation and training.	EP	\$6,000	\$6,000	\$6,000	4400
Apple iPads & carts: 60 iPads (\$459) & 2 iPad (\$2000) carts per year for school grade expansion for classroom use.	EP	\$27,500	\$27,500	\$27,500	4400
Apple desktop computer lab: 30 units @ \$1300 per unit.	EP	\$39,000			4400
<b>Total for Object Code 4000</b>		<b>\$72,500</b>	<b>\$33,500</b>	<b>\$33,500</b>	<b>4000</b>
Board Governance Training with ABC Consulting (5 sessions @ \$1000 per session)	CM		\$5,000		5100
Board Fiscal Management Training with ABC Consulting (2 sessions @ \$2500 per session)	CM		\$5,000		5100
Response to Intervention training with CURR Consulting for new certificated staff. (5 sessions @ \$1000 per session).	EP	\$5,000	\$5,000	\$5,000	5100
Rent for facility during Planning Year: 6 months @ \$5,000	CM	\$30,000			5600
<b>Total for Object Code 5000</b>		<b>\$35,000</b>	<b>\$15,000</b>	<b>\$5,000</b>	<b>5000</b>
		<b>\$169,825</b>	<b>\$58,125</b>	<b>\$48,125</b>	



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# PCSGP Budget Form 5

PCSGP Form 5 - Proposed Budget Summary (Required in Application)  
[Charter School ABC]

<b>Charter School Name:</b> Charter School ABC	
<b>County District School (CDS) Code:</b> 999999999999	<b>Charter Number:</b> 9999
<b>County:</b> DEF County	
<b>Contact:</b> Principal Jones	<b>Telephone Number:</b> 999-999-9999
<b>E-Mail:</b> jones@ABCCS.com	<b>Fax Number:</b> 999-999-9999
<b>PCA:</b> SACS Resource: 4610 Revenue Object: 8290	

Object Code	Description of Line Item	PCSGP Funds Budgeted		
		FY Planning Year (If Applicable)	FY Implementation Year 1	FY Implementation Year 2
	Revolving Fund Series (Implementation Year 1 only)			
1000— 1999	Certificated Personnel Salaries	\$59,750	\$8,750	\$8,750
2000— 2999	Classified Personnel Salaries	\$21,000		
3000— 3999	Employee Benefits	\$8,075	\$875	\$875
4000— 4999	Books and Supplies	\$72,500	\$33,500	\$33,500
5000— 5999	Services and Other Operating Expenditures	\$35,000	\$15,000	\$5,000
6000— 6999	Capital Outlay			
7310 & 7350	Indirect Costs			
<b>Total Amount Budgeted</b>		\$169,825	\$58,125	\$48,125

\*\*\*\*SAMPLE\*\*\*\*





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# Budget Reporting

- **Quarterly Expenditure Report**
  - Required expense report by quarter



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# Budget Reporting

- **Annual Progress Report**
  - Annual Progress Report Questionnaire
  - Work Plan percent complete annual submission



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# References

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<http://www2.ed.gov/policy/elsec/leg/esea02/pg62.html#sec5204>
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- Office of Management and Budget (OMB) Circular A-21, Cost Principles for Educational Institutions (Outside Source): [http://www.whitehouse.gov/omb/circulars\\_a021\\_2004/](http://www.whitehouse.gov/omb/circulars_a021_2004/)
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# Questions

